



DRAFT MINUTES
SPECIAL MEETING
SUNNYVALE HOUSING & HUMAN SERVICES
COMMISSION
APRIL 18, 2007

The Housing & Human Services Commission met in a regular session in the West Conference Room at 456 W. Olive Ave., Sunnyvale City Hall, Sunnyvale, CA 94086 on April 18, 2007 at 7:05 p.m. with Chair Timothy Persyn presiding.

ROLL CALL

Commission Members Present: Chair Timothy Persyn, Commissioners Ann Andersen, Micki Falk, Mark Johnson, Damon Kali, Charles Keeler, and Patrick Meyering

Commission Members Excused Absent: Patricia Plant

Commission Members Unexcused Absent: Florence Tindle

Staff: Robert Walker, Assistant City Manager; Janice Clark, Deputy City Clerk; Annabel Yurutucu, Housing Officer; Ernie DeFrenchie, Affordable Housing Manager; Katrina Ardina, Housing Programs Analyst; Jennifer Rettick, Administrative Aide; and Jennifer Coile, Housing Consultant

PUBLIC ANNOUNCEMENTS

None

CONSENT CALENDAR

Draft Minutes for the March 28th meeting will be available at the regularly scheduled meeting on May 23rd 2007.

CITIZENS TO BE HEARD

Chair Persyn introduces Assistant City Manager, Robert Walker to the Commission. Mr. Walker is present to observe the procedures of the Housing Commission meeting.

PUBLIC HEARINGS/GENERAL BUSINESS

Chair Persyn reviewed the parliamentary processes and procedures for the Commission. Commissioner Johnson comments that the parliament is to be followed by City Staff as well as the Commission.

Ms. Coile asked the Commission to address agenda item C first due to time sensitive issues regarding the item.

C. Discussion on options, arrangements, and scheduling of Housing Commissioner site visits to Outside Group Facilities.

Ms. Coile discussed organizing potential site visits. She passed out a matrix for Commissioners to fill out. The matrix contained a list of outside group agencies for the Commissioners to visit if desired. Lists of times were given within the matrix as well.

The Housing Officer asked the Commission to RSVP and asked that the Commissioners do not disturb the agencies during their normal operating hours. Ms. Coile added that she will e-mail the lists to the absent Commissioners. The Housing Officer stated that staff will need to know the dates and times the Commissioners would like to visit before May 8th 2007.

Chair Persyn opened the floor for public comment, seeing none. The Chair closed the floor for public comment.

The Chair opened the floor for Commissioner comments. Commissioner Johnson commented that visiting the Outside agencies was a great idea.

1. Consider Approval of an Amendment to the Consolidated Plan FY 2005-2010

Chair Persyn opened the floor for agenda item one.

Ms. Coile stated that she is opened to any comments to the draft report. She continued by going over the draft and explained the report to the Commission. All the bullet points are additional information for clarification and doesn't revise or amend any of the goals, priorities, miracle targets or objectives. She added that in March the City received HUD's new regulations. HUD requested that all cities add an Executive Summary to the Con Plan, and Summary of Outcomes, Objectives and an evaluation of Past Performance.

Commissioner Kali arrives at 7:13 pm.

Ms. Coile continued to explain that the "chronically homeless" has a new definition and explains how it is addressed. She states that this amendment is just additional information.

Resources section 4.2 of the Con Plan goals goes on for four pages on the funding sources, local and federal.

Outcome performance measurement system section 4.3 we have strategic plan with goals now they want us to specify certain outcome categories according to HUDS three types of categories.

In section 4.3 we had housing goals but they wanted a more specific breakdown of the housing goals by income category; very low, low, and moderate. We approximated by divided our original goal by the three categories. Everyone is doing this for the first time around the country. There is no exact way of doing this just as long as we explain to HUD what exactly we are doing. We also collaborated with other people in other cities.

Ms. Coile continued to explain that In citizen participation there is a citizen participation plan. They wanted us to add alternative public involvement such as the internet. It was all on the website a few years ago. We use the internet that's why we developed the Con Plan three years ago. Surveys of community needs and these were on the website. We didn't mention that we were using the website so now we have add it. Now we have to add it because we didn't specifically say that it was on there

Chair Persyn opened the floor for further comment. The Housing Officer pointed out that this amendment is purely regulatory in nature. This doesn't affect any of the priorities and doesn't mean there is anything wrong with our Con Plan. It is very detailed. A new regulation was published so HUD is requiring that amendments are to be added to consolidated plans.

The chair opened the floor the Public to speak, seeing none, the Chair closed the floor for the public to speak.

He then opened the floor for Commissioner discussion. Vice Chair Anderson addressed questions she has to the Summary of Community Development Accomplishments.

Commissioner Johnson stated that he is trying to understand what all the numbers mean. On page 7 performance indicators, what do those numbers represent? Are those goals we are trying to hit?

The Housing Officer stated that the Consolidated Plan is a strategic plan that lays out what goals we have over a five year period. This is a projection of goals we are trying to meet. The goals are also tied to the funding that is available. Over the period of several years we have been losing ground with CDBG and HOME funding. Goals were established when the Con Plan was put together based on that allocation of funding and were down about 10% from the year that the Con Plan was created.

Commissioner Johnson stated that he is still trying to understand. Is this a total number on each of these or are these new units added? For instance on page 7A, 645 unites? How do we reach this goal exactly?

Ms. Coile stated that the action plan will explain it and will explain the source of the numbers. 645 represents 200 rentals and 445 ownership. Commissioner Johnson asked if those are new units coming on the market. Ms. Coile confirmed that it is new construction.

The Housing Officer added that the goals go with Chapter 4 Pg 12 of the consolidated plan. HUD has requested that City Staff add the Outcome Measurements.

Commissioner Meyering stated that on page five of the report there is a reference of a location, a vacant property and asks if one location is on Onzuka air force base or is it a separate

location on a highway intersection? Are their two separate locations? Ms. Coile stated that there are two separate locations. Commissioner Meyering asked what the names of those highway intersections were. The Housing Officer stated that one location is vacant land at the intersection of Fair Oaks and Highway 237.

Commissioner Johnson asked what does it mean on page four where it shows Sunnyvale Community Services expending CDBG 65,552 in a column and the next column says propose 656 of what? Accomplished what?

Ms. Coile stated that the expended column of those numbers should have dollar signs. The proposed and accomplished are performance objectives.

The Housing Officer commented that they are clients. Ms. Coile points out that they need a title above the proposed and accomplished beneficiaries' columns.

Chair Persyn asked what action is the City expecting from the Commission at this time regarding this agenda item.

The Housing Officer stated that they are looking to include a recommendation of the amendment to Council on May 8th and looking to include a recommendation from the Commission in the report.

Chair Persyn asked for a motion to be made for the Commission consideration.

Commissioner Meyering asked about the indication from HUD, the additional statements made and when did they come out? Is it a letter form with a certain date on it?

Ms. Coile responds that regulations are printed in the federal register.

Commissioner Meyering asked how Sunnyvale became aware of it.

The Housing Officer responded that when HUD wants the City to be informed of any modification they send a letter or memorandum from the Director of CDP for the Cities Region IX, Steve Sachs in San Francisco. They advise the City of the need to amend the Consolidated Plan and reference the publication in the federal register.

Commissioner Meyering asked if the letter came out recently from Steve Sachs. Ms. Coile responded that March 15th is when the letter was received. Commissioner Meyering asked for the letter to be circulated for the Commission's review. The letter is circulated among the Commissioners.

Ms. Coile concluded by explaining that the HUD website has a lot of useful information that can be easily accessed by anyone with internet access.

Vice Chair Anderson moves that the Commission support the recommendations in the amendment to the City Council.

Commissioner Falk stated that the Commission needs to discuss this further.

Chair Persyn reminds Commissioner Falk that there is a motion on the table and asks Vice Chair Anderson to repeat the motion.

Commissioner Vice Chair Anderson made a motion to recommend to the City Council the amendment to the Consolidated Plan prepared by Staff. Commissioner Keeler seconds the motion.

Motioned carried 7-0 and Commissioners Plant and Tindle Absent.

2. Consider recommendation for Approval of FY 2007-08 Action Plan: Recommendations for Funding of Community Development Block Grant (CDBG) and HOME Fund

Katrina Ardina Housing Program Analyst introduced the 3rd year action plan. She gives a brief background summary. In 2005 the city prepared its 5 year consolidate plan which ends in 2010. The con plan is a 5 year strategic plan. And every year the Action Plan is prepared which is the implementation of the strategic plan as well as the budget for the next fiscal year. We did receive our funding appropriations from HUD so within the Action Plan is a budget with the allocations and proposed projects for the next fiscal year.

This is a 30-day public comment period and citizens have the opportunity to provide comments to the Housing Division regarding the plan. Anyone may submit comments. April 27, 2007 is the end of public comment after which the Action Plan is to be submitted to City Council for action.

She continued to explain components of the Action Plan and discussed the Executive Summary. Staff stated that outcomes and objectives of various activities are currently funded. Reporting will take place at the end of the fiscal year, and that the Commission will see that later in the Caper.

These objectives came about as a way for HUD and the grantees, which include the various cities throughout the country who have received federal funding a standardized methodology to demonstrate the outcomes of the formulated grant program. That information is aggregated and can be used in reports that Congress can read and provide to citizens. It's a simplified way for this information to be available for everyone.

The Summary of Outcomes and Objectives on Pg 2 in table form it's not totally complete because it depends on funding Council approves on May 8 . Within the Action Plan there are evaluations of past performance, and a table is provided of various activities that were reported on for FY 05/06.

Staff then provided a detailed description of the funding sources and proposed activities, which concluded staffs report.

Chair Persyn, opened the public hearing and asked for comment, seeing none, the Chair closes the public hearing and opens the floor for the Commissioners to speak.

Commissioner Johnson asked about the funding sources table in exhibit two. He asked about program administration and asks for clarification of what that money is used for.

Ms. Ardina explained that the costs go towards staff, monitoring activities, basic operating costs, additional professional services that are needs in assistance with any housing related activity and that fair housing support is also apart of the administration cap.

Commissioner Johnson asks what are fair housing services.

Ms. Ardina explains that \$30,000 is proposed for Project Sentinel who provides fair housing services on behalf of the city. These services are provided to the residents of Sunnyvale. Sunnyvale has a contract with Project Sentinel . She concluded that they are monitored at the end of each fiscal year on performance.

Commissioner Meyering asked about unexpended funds and what agencies did they come from.

Ms. Ardina explained that last fiscal year there were some agencies that didn't fully expend their funds and also there was a City project, Upper Borreges Sewer Project, that did not fully expend the funds. So some available funds could appropriate towards next fiscal year to other activities.

Commissioner Meyering asked if those agencies are human services agencies and if they get the money upfront or do they give the money they don't use back or do we reimburse them.

Ms. Ardina stated that applications received where from the Senior Housing Solutions and the Santa Clara Blind Center.

Commissioner Meyering asked when these advertisements were posted. Ms. Ardina stated in early December 2006.

Commissioner Johnson asked when the word "units" is used if they are referring to beneficiaries. The Housing Officer clarified that unit costs are described in the agreements. She continued to provide examples to clarify.

Commissioner Johnson continued to ask what a unit is.

Chair Persyn stated that a unit is a unit of service such as an hour of counseling that an agency provides. He stated that the agencies are reimbursed for the service units that they provide.

Chair Persyn asked for any further questions from the Commission.

Chair Persyn asked staff about the HOME projects, approximately \$494,000 and if that is a pool of money we have to give away for the upcoming year.

The Housing Officer stated that there is an open door policy for housing projects; so that they have those funds budgeted. An agency has the ability to come and ask the Commission for funding for a project and they have to take that to Council.

Commissioner Meyering asked about the dollar amount that is in the revolving loan fund, \$1,200,000, under CDBG and if that is going to be used for rehab. and housing acquisition.

Ms. Ardina explained that \$500,000 will go towards rehab, \$500,000 towards housing acquisition, and \$200,000 towards the Senior Housing Solutions rehab. proposal.

Chair Persyn asked the Commission if they have any further questions for staff.

Chair Persyn asked the Commission if they would like to make a motion.

Vice Chair Anderson asks if the open 30-day time period is still open until next week why would the Commission make a motion, why not wait until that time period ends.

The Housing Officer clarified that staff invites and encourages written comments on the Draft Action Plan. She stated that those comments are included in the Draft Action Plan under the Public Comment Section after the 30-day open comment time period. Actions and comments are also included in the report to Council.

Chair Persyn asked the Commission if they would like to make a motion on this agenda item.

**Commissioner Kali made a motion to submit this to Council as amended.
Commissioner Keeler seconds the motion.**

The Motion passes 7-0 with Commissioners Plant and Tindle absent.

Commissioner Comments:

Commissioner Meyering asked staff about an e-mail he had sent to a Jennifer Rettick regarding April as Fair Housing Month. Ms. Rettick responded that she had not received the e-mail. The Housing Officer stated that she had informed the Commission of Project Sentinels Symposium regarding fair housing. Commissioner Meyering stated that he did not receive any information on that topic.

Commissioner Meyering stated that he would resend the e-mail.

The Housing Officer stated that Staff had included in the work plan a presentation by Project Sentinel in the upcoming June meeting regarding fair housing choice in Sunnyvale.

Commissioner Meyering stated that HUD had designated April as Fair Housing month and he wanted to bring it to the Commissions attention.

Commissioner Falk states that Jerry Brown in Oakland is trying to rid of CDBG. She stated that he had said that it was "worthless". Chair Persyn stated that he was not aware of this.

The Housing Officer stated that Oakland gets a substantial allocation funding from CDBG funding from the federal government, HUD and HOME funds. She stated that Oakland's allocation is somewhat in the range of 10-15 million. She stated that they have a very active housing program and service program and they also receive a large amount of HOME funds.

Commissioner Falk stated that Jerry Brown stated that it wasn't worth it because of the people whom bought who bought into it didn't get enough money back.

Chair Persyn states that he is not aware of this.

Commissioner Falk states that she can't remember where she heard it, seen it or where the source of her statement is from. She stated that she just remembers it.

Chair Persyn states that he is not aware of this.

Ms. Coile stated that at the past CDBG event they would have addressed this because if any agency refused millions of dollars in aid the money would be redistributed to other agencies.

Ms. Falk stated this statement was made when Jerry Brown was still in office.

Chair Persyn asks for further comments.

Commissioner Johnson asks if this Commission is going to be involved the mobile home park conversion, Flick.

The Housing officer stated that it has been added to the Commission's work plan for a presentation in June.

Staff Comments:

The Housing Officer stated that the Commission will have a special meeting for April 25th. She stated that the City Manager is requesting this meeting for the ratification or reconsideration of the funding recommendations for the outside group agencies receiving fiscal year 07-08 funding of CDBG and HOME funds. She stated that all agencies will be notified and invited to this meeting.

INFORMATION ONLY ITEMS

None.

ADJOURNMENT

Chair Persyn adjourned the meeting at 8:30 PM.

Respectfully submitted,

Annabel Yurutucu
Housing Officer